

PMMP Form 1
Date _____

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Career Service
Fiscal Years FY 1973-FY 1975

GRADE	FY 1973				FY 1974				FY 1975				TOTAL FY 1976			
	(1) EST. PROMO- TION HEADROOM WITHIN GRADE	(2) PROMO- TION HEADROOM NEEDED WITHIN GRADE	(3) NUMBER COL (2) IS OVER/ UNDER COL (1)	(4) PROMO- TIONS PLANNED TO GRADE	(1) EST. PROMO- TION HEADROOM WITHIN GRADE	(2) PROMO- TION HEADROOM NEEDED WITHIN GRADE	(3) NUMBER COL (2) IS OVER/ UNDER COL (1)	(4) PROMO- TIONS PLANNED TO GRADE	(1) EST. PROMO- TION HEADROOM WITHIN GRADE	(2) PROMO- TION HEADROOM NEEDED WITHIN GRADE	(3) NUMBER COL (2) IS OVER/ UNDER COL (1)	(4) PROMO- TIONS PLANNED TO GRADE	(1) EST. PROMO- TION HEADROOM WITHIN GRADE	(2) PROMO- TION HEADROOM NEEDED WITHIN GRADE	(3) NUMBER COL (2) IS OVER/ UNDER COL (1)	(4) PROMO- TIONS PLANNED TO GRADE
GS-18																
GS-17																
GS-16																
GS-15																
GS-14																
GS-13																
GS-12																
GS-11																

Definitions:

FY 1973 promotion headroom in each grade consists of (1) estimated CSA spaces (plus or minus) in that grade at the beginning of the Fiscal Year and (2) cumulative turnover in that grade (i.e., estimated turnover within the grade plus the total of estimated turnover in all grades above that grade). Promotion headroom in FY 1974 and FY 1975 consists of cumulative turnover in each grade as defined in (2) above.

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Definitions (Cont.)

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The estimated annual promotion headroom needed within a career service in each grade is the total number of careerists expected to become ready for promotion to that grade within a given year. Promotion headroom is determined by the Career Board evaluating and deciding upon the "promotional readiness" of each individual careerist in the grade below and totaling those determined to be ready for promotion. The number ready for promotion to a given grade is a qualitative judgment of the Career Board without regard to the level of past promotions or the estimated capacity of the career service to make promotions to that grade. Presumably, the Career Board will take into account the time-in-grade each careerist has already served and whether he is expected to move up on a fast track TIG, an average track TIG, a slow track TIG or not at all. Prior to plotting the promotability of each individual careerist one or more times during the next three years, the Career Board could establish separate TIG norms for fast, average and slow tracks and decide what additional standards, criteria, documentation and review procedures it will follow in looking at the promotional readiness of each careerist.

The career service may wish to make the planning assumption that the desired number of spaces needed in the Grades GS-18 through GS-15 are mainly based upon organizational considerations rather than the judged promotional readiness of careerists within the zones of consideration during the decade.

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CAREER SERVICE SITUATION REPORT

Phase I, FY 1973

1. PLEASE COMMENT ON ANY SIGNIFICANT PROBLEMS EXPECTED BY THE CAREER SERVICE DURING THIS FISCAL YEAR AND WHAT, IF ANY, ACTION IS CONTEMPLATED TO MEET THESE PROBLEMS. COMMENTS SHOULD INCLUDE BUT NOT NECESSARILY BE LIMITED TO THE FOLLOWING:
 - A. DIFFICULTIES IN MEETING ANY CEILING REDUCTIONS.
 - B. IMBALANCES, IF ANY, BETWEEN PROFESSIONAL, SUB-PROFESSIONAL, TECHNICAL AND CLERICAL EMPLOYEES.
 - C. DIFFICULTIES, IF ANY, IN THE ACQUISITION OF EMPLOYEES WITH SPECIAL SKILLS OR TALENTS NEEDED TO MEET NEW REQUIREMENTS OR TO REPLACE OTHERS.
 - D. ADEQUACY OF PROMOTIONAL HEADROOM.
 - E. SURPLUS OR REASSIGNMENT PROBLEMS DUE TO CHANGES IN ACTIVITIES, CUTBACKS OR KEY POSITIONS.
 - F. SPECIAL EMPLOYEE PROBLEMS.
2. WHAT SPECIFIC ASSISTANCE, IF ANY, MIGHT BE PROVIDED AT THE AGENCY, DIRECTORATE OR OFFICE OF PERSONNEL LEVELS IN DEALING WITH THESE PROBLEMS?

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CAREER SERVICE SITUATION REPORT

Phase II, FY 1974 - FY 1976

3. PLEASE DESCRIBE FUNCTIONAL, ORGANIZATIONAL OR MANAGEMENT CHANGES IN THE CAREER SERVICE THAT ARE EXPECTED TO OCCUR IN THE TIME PERIOD INDICATED. (CONSIDER CHANGES WITHIN THE CAREER SERVICE ITSELF AND THE OPERATIONAL COMPONENT IT SUPPORTS.)
4. PLEASE IDENTIFY ANY PROBLEMS OF PROFESSIONAL CONTINUITY OR SUCCESSION IN KEY JOBS WHICH YOU ANTICIPATE.
5. PLEASE DESCRIBE ANY CHANGES IN THE VOLUME, PRIORITY OR NATURE OF THE WORK THAT WILL NECESSITATE CHANGES IN THE DEVELOPMENT, TRAINING, UTILIZATION AND MANAGEMENT OF A SUBSTANTIAL NUMBER OF EMPLOYEES. INCLUDE ANY MAJOR CHANGES IN EOD PATTERNS (OCCUPATIONAL TYPES AND IN-HIRE LEVELS) DURING THIS TIME PERIOD.
6. PLEASE COMMENT ON ANY OTHER NOTEWORTHY PERSONNEL DEVELOPMENTS OR PROBLEMS EXPECTED DURING FY 1974 - FY 1976.

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